



The California Department of Fish & Game

Invites you to take the

Departmental Promotional Examination

for **FISH AND GAME PATROL CAPTAIN**



FINAL FILING DATE - CONTINUOUS TESTING



**Why not work to benefit California's environment?
Want to work with dedicated people who value and enjoy their work?**

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

About the State Examination and Hiring Process:

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. Examinations may be written, interview, or performance-based and are designed to test the knowledges and abilities required for the classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/hrb/pages/jobswithdfg.htm>

POSITION INFORMATION

Duties: A Fish and Game Patrol Captain is responsible for the work of all wildlife protection personnel in an assigned geographic area. This includes the responsibility of an operating budget to plan and conduct enforcement efforts in regions; conducting internal affairs' investigations; act as incident commander in major oil and hazardous material spills for the Spill Prevention and Response Division; and planning, developing, and conducting advanced peace officer training.

Salary Range: \$4500 - \$5414

HOW TO APPLY FOR THIS EXAMINATION

Where to Mail: Applications (Form 678) may **ONLY** be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217
Sacramento, CA 95814

How to Get an Application: Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, Department of Fish and Game offices, or you can download one from the web at <http://www.spb.ca.gov/jobsgen/formsrd.cfm>.

Continuous Filing:	There is no final filing date. The testing office will accept applications continuously and will notify and test applicants as needs warrant. YOU MAY PARTICIPATE IN THE TEST ONLY ONCE IN A TWELVE-MONTH PERIOD.
Eligible List Information:	Names of successful competitors will be merged into the list in order of final scores regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. This examination will be administered on a continuous basis. Competitors will have the option of retesting after the 12 month testing period. Competitors choosing to retest will have dual eligibility on the list. The highest score will take precedence regardless of examination date.
Accommodations for Persons with Disabilities:	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum Qualifications for Admittance:	<p>Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment. <u>and</u></p> <p>Equivalent to completion of two years (60 semester units) of college with 18 semester units in the biological sciences, police science or law enforcement, natural resources conservation, ecology, or related fields. (Students who have 30 semester units of college, and have 18 semester units completed in the required or related fields, will be admitted to the examination, but must produce evidence of completion of 60 semester units before they can be considered eligible for appointment.) <u>and</u></p> <p>Possession of a POST basic peace officer academy certificate. <u>and</u></p> <p><u>Either I:</u> One year of experience in the California State service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Patrol Lieutenant (Specialist) or Fish and Game Patrol Lieutenant (Supervisor).</p> <p><u>Or II:</u> Three years of experience in the California State service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Warden, Department of Fish and Game, Range B.</p> <p><i>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II, or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</i></p>
Make Sure you Also Meet These Conditions:	<p>All applicants must have a permanent civil service appointment with the Department of Fish and Game.</p> <p>Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.</p>

EXAMINATION INFORMATION

Type of Examination: This examination consists of a **promotional readiness interview weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of 70.00%. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Examination Locations: Written tests and oral interviews are ordinarily scheduled in Sacramento, Long Beach, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

Scope of Examination: **(STUDY THIS to prepare for examination.)**

Knowledge of:

1. Investigation techniques and procedures.
2. Rules of evidence and court procedures.
3. Laws of arrest, search and seizure, and legal rights of citizens, service of legal process.
4. State and applicable Federal laws.
5. Current court decisions and case law.
6. Provisions of the Fish and Game Code and other laws, rules, regulations, and policies relating to the conservation and protection of fish, wildlife, and their habitat in California.
7. The Department's Equal Opportunity Program objectives.
8. A supervisor's role in the Equal Opportunity Program and the processes available to meet equal opportunity objectives.
9. Principles and techniques of basic supervision and personnel management.

Ability to:

1. Gather and analyze facts, and reason logically, draw valid conclusions, and make appropriate recommendations.
2. Follow instructions.
3. Communicate effectively and write clearly and concisely.
4. Establish and maintain effective working relationships with those contacted in the work.
5. Learn rules and regulations.
6. Interpret, apply, and enforce fish and game laws.
7. Analyze situations accurately, think and act quickly in emergencies, and take effective action.
8. Establish and maintain tactful and effective relations with the public.
9. Assist in the interpretation and application of biological information and laws and regulations to specific situations.
10. Participate effectively in investigations and interviews.
11. Prepare accurate and concise reports.
12. Implement specific programs.
13. Direct or conduct complex investigations of fish and game law violations.
14. Coordinate required training.
15. Supervise and direct work.
16. Evaluate employee performance.
17. Effectively contribute to the Department's equal opportunity objectives.
18. Implement programs to protect fish and wildlife resources.
19. Plan, conduct and evaluate training programs.
20. Coordinate special enforcement activities.
21. Conduct and coordinate internal affairs investigations.
22. Assist in budget preparation.

Veterans Preference: Veterans preference credit is not granted in promotional examinations.

QUESTIONS?

If you have any questions concerning the Fish and Game Patrol Captain examination or the testing process, please contact Kathy Killian, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

ADDITIONAL GENERAL INFORMATION

IMPORTANT — What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive:

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared with the performance of others who take this test. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: In addition to the scope described on this bulletin, the panel considers education, experience, personal development, personal traits, and fitness. In appraising experience, more weight is given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development includes consideration of recognition of his/her own training needs, plans for self-development; and the progress made in his/her efforts toward self-development.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922



THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.